

INSTRUCTIONS FOR:  
BJ SUMMARY TABLES UPDATE  
BUDGET NARRATIVES  
CIP REQUESTS

1. Update of BJ Summary Tables

- a. Update the Act 213/SLH 2007 BJ Summary tables according to the following instructions which apply to all MOF:
- FY 07 – reflect actual expenditures.
  - FY 08 – do not change any FY 08 amounts since they already reflect Act 213/07; otherwise, the changes will appear in the budget document as requested amendments to Act 213/07.
  - FY 09 – reflect the Governor’s final Executive Supplemental Budget decisions.
  - FYs 10 through 13 – position counts and all operating costs shall be kept constant (i.e., same as FY 09) throughout the planning period.

Exceptions: Debt service, Employees’ Retirement System, Employer-Union Trust Fund employer contributions, and Department of Human Services’ entitlement programs should reflect projected requirements.

- b. Other than the Department of Education (DOE), University of Hawaii (UH) and Department of Transportation (DOT), all departments will be required to use B&F’s web-based operating budget system (eBUDDI) for the preparation of BJ Summary tables and updating of budget details.

After Governor’s final decisions, update the details to incorporate your approved supplemental budget requests so that the BJ Summary tables can be generated by eBUDDI by November 23, 2007. If you cannot update all of your detail files to generate your BJ Summary tables by that date, then enter the BJ Summary table amounts directly on the BJ Summary (BJ Edited) screen.

Departments with their own automated budget systems should submit an electronic file of their BJ Summary tables via email to the assigned B&F analyst and to Ms. Sharon Kotaka of our office at Sharon.Y.Kotaka@hawaii.gov.

## 2. Budget Narratives

- a. Discuss the final approved Executive Supplemental Budget requests in the budget narrative in Section B (Description of Request) and Section C (Reasons for Request). See attached narrative sample format.
- b. The narrative should be typed lengthwise, in two columns, on 14-inch paper using CG Times font, size 12. Do not exceed one page, if possible. More narrative examples can be found in the 2005 Executive Supplemental Budget document.
- c. Narratives are required only for program IDs with operating or CIP changes. Narratives are prepared at the program ID level; i.e., do not prepare separate narratives for organization codes within the program ID.

## 3. CIP Submission Requirements

All departments are required to use the B&F web-based CIP system (eCIP) to update CIP tables and to submit any supplemental CIP budget requests as allowed under II.B.

- a. All Tables Ps have been updated to reflect the project titles, descriptions, and appropriation amounts in Act 213/07. Table Qs should also reflect Act 213/07.
- b. All departments may start using eCIP immediately to: 1) update Table Q to reflect Act 213/07 if not already completed; and 2) request funding as allowed by these instructions.

Enter the Senate and House districts on Table P for any supplemental request. Enter the capital project justification (Table R) through eCIP.

- c. Form S (Excel file) is to be used to identify appropriations for trade-offs or lapsing, and to summarize supplemental CIP requests. List the requests in priority order using unique priority numbers.
- d. Private entities and/or activities which are proposed to utilize facilities to be funded by G.O. and/or G.O.R bond funds must meet appropriate Internal Revenue Code requirements to preserve the tax-exempt status of interest on such bonds.

To ensure compliance with the Federal Tax Reform Act of 1986 and amendments thereto, Form PAB must be completed and submitted for every request funded by G.O. and G.O.R. bonds.

**Narrative for Supplemental Budget Requests  
FY 2009**

Program ID: LNR 401  
Program Structure Level: 04 02 01  
Program Title: Aquatic Resources

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**A. Program Objective**

**D. Significant Changes to Measures of Effectiveness and Program Size**

**B. Description of Request**

**C. Reasons for Request**

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
01	1	1 - OAHU	001	N - NEW PROJECT	4	AGR

PROJECT TITLE:  
 PROJECT TITLE, ISLAND

PROJECT DESCRIPTION:  
 PLANS, LAND ACQUISITION, DESIGN, CONSTRUCTION AND EQUIPMENT FOR AN ONGOING CAPITAL IMPROVEMENT PROJECT.

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	SUCC YR
PLANS	*	0	0	0	1	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	1	0	0	0	0	0	0
DESIGN	*	0	0	0	1	0	0	0	0	0	0
CONSTRUCTION	*	0	0	0	0	1	0	0	0	0	0
EQUIPMENT	*	0	0	0	0	1	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	SUCC YR
G.O. BONDS	C	0	0	0	3	2	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

IMPLEMENTATION SCHEDULE

PHASE	START DATES			COMPLETION DATES		
	ORIGINAL MO YR	CURRENT MO YR	ACTUAL MO YR	ORIGINAL MO YR	CURRENT MO YR	ACTUAL MO YR
PLANS	07 07	07 07	07 07	11 07	11 07	07 07
SITE SELECTION	07 07	07 07	07 07	08 07	08 07	07 07
SITE ACQUISITION	08 07	08 07	07 07	08 07	08 07	07 07
DESIGN	12 07	12 07	07 07	11 08	11 08	08 08
CONSTRUCTION	12 08	12 08	08 08	12 09	01 10	10 10
EQUIPMENT	12 09	01 10	10 10	01 10	02 10	10 10
OCCUPANCY	01 10	02 10	10 10	01 10	02 10	10 10

EFFECTS ON OPERATING BUDGET (IN THOUSANDS)

TOTAL	SALARIES	MAINTENANCE	OTHER EXPENSES	UTILITIES
2	0	1	0	1

EXPECTED EXPENDITURES (IN THOUSANDS)

PART I: BY ELEMENTS	MOF	PRIOR YR	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	SUCC YR
PLANS	*	0	0	0	1	0	0	0	0	0	0
LAND ACQUISITION	*	0	0	0	1	0	0	0	0	0	0
DESIGN	*	0	0	0	1	0	0	0	0	0	0
CONSTRUCTION	*	0	0	0	0	1	0	0	0	0	0
EQUIPMENT	*	0	0	0	0	1	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

PART II: BY MEANS OF FINANCE	MOF	PRIOR YR	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	SUCC YR
G.O. BONDS	C	0	0	0	3	2	0	0	0	0	0
TOTAL COST		0	0	0	3	2	0	0	0	0	0

COST ELEMENTS	COST ESTIMATES ORIGINAL	(\$1,000'S) CURRENT	FINAL COST (\$1,000'S)
PLANS	1	1	0
LAND ACQUISITION	1	1	0
DESIGN	1	1	0
CONSTRUCTION	1	1	0
EQUIPMENT	1	1	0
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>0</b>

STATE APPROPRIATIONS (\$1,000'S)

SLH YR ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
07 213	A-4	3	1	1	1	0	0
<b>TOTAL</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

SENATE DISTRICT	PRIORITY NUMBER	ISLAND	REP DISTRICT	PROJECT SCOPE	ITEM NUMBER	EXPENDING AGENCY
01	1	1 - OAHU	001	N - NEW PROJECT	4	AGR

PROJECT TITLE:  
 PROJECT TITLE, ISLAND

PROJECT DESCRIPTION:  
 PLANS, LAND ACQUISITION, DESIGN, CONSTRUCTION AND EQUIPMENT FOR AN ONGOING CAPITAL IMPROVEMENT PROJECT.

TOTAL ESTIMATED PROJECT COST (\$1,000'S)

SLH YR	ACT	ITEM	TOTALS	PLANS	LAND ACQUISITION	DESIGN	CONSTRUCTION	EQUIPMENT
07	213	A-4	3	1	1	1	0	0
TOTAL			3	1	1	1	0	0

PRIOR APPROPRIATIONS:

REQUESTED APPROPRIATIONS:

PART I: BY ELEMENTS		MOF	FY 2007-08	FY 2008-09	FUTURE YEARS	TOTAL PROJECT COST
PLANS	*		1	0	0	1
LAND ACQUISITION	*		1	0	0	1
DESIGN	*		1	0	0	1
CONSTRUCTION	*		0	1	0	1
EQUIPMENT	*		0	1	0	1
TOTAL COST			3	2	0	5

PART II: BY MEANS OF FINANCE		MOF	FY 2007-08	FY 2008-09	FUTURE YEARS	TOTAL PROJECT COST
G.O. BONDS	C		3	2	0	5
TOTAL COST			3	2	0	5

REPORT: TABLE R - CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET  
PROGRAM ID: AGR-101 CAPITAL PROJECT: SAMPLE

RUN DATE: September 05, 2007

A. TOTAL SCOPE OF PROJECT:  
TO BE COMPLETED BY DEPARTMENT.

B. IDENTIFICATION OF NEED AND EVALUATION OF EXISTING SOLUTION:  
TO BE COMPLETED BY DEPARTMENT.

C. ALTERNATIVES CONSIDERED AND IMPACT IF PROJECT IS DEFERRED:  
TO BE COMPLETED BY DEPARTMENT.

D. DISCUSS WHAT IMPROVEMENTS WILL TAKE PLACE, WHEN PROJECT COMPLETED (INCLUDING BENEFITS TO BE DERIVED AND/OR DEFICIENCIES THIS PROJECT INTENDS TO CORRECT):  
TO BE COMPLETED BY DEPARTMENT.

E. IMPACT UPON FUTURE OPERATING REQUIREMENTS (SHOW INITIAL AND ONGOING FUNDING REQUIREMENTS BY COST ELEMENT, INCLUDING POSITION COUNT, MEANS OF FINANCING, FISCAL YEAR):  
TO BE COMPLETED BY DEPARTMENT.

F. ADDITIONAL INFORMATION:  
TO BE COMPLETED BY DEPARTMENT.